

George Holmes Bixby Memorial Library: Minutes, Board of Trustees Meetings, June 6, 2013

In Attendance at both: Deborah Rogers – Chair, Cathy Gombas – Treasurer, Elizabeth Hunter Lavallee – Secretary, Kelly Marshall and Paul Lawrence – Trustees at Large, Mary Farrell – Children’s Librarian. Robin Haubrich – Alternate Trustee. Janet Hicks – Member of the Public.

The pre-meeting strategic planning session was convened by the Board of Trustees (Board) at 6:05 PM.

All attendees, as a group, inspected the outside and inside of the library building, to better familiarize themselves with the condition of the building, including windows and chimneys, and key equipment such as heating and pump systems.

Subsequent discussion focused on the role of the library in best serving the evolving needs of the community and preliminary thoughts about the Board’s 10-year strategic vision for the library. Within this framework, the group brainstormed on key goals and other factors to include in changes to the library section of the town’s new Master Plan.

On Future Actions Items: It was decided:

Elizabeth Hunter Lavallee will use the information from this brainstorming session, described above, to draft the proposed changes to the library section of the Master Plan, seeking input first from Carol Brock (whose input we do not yet have) and then from everyone else. Everyone will get back to Elizabeth with an “okay” or other comments and any suggested additional changes. Our deadline for completing this process and submitting the final material to the Master Plan Subcommittee is the end of June.

The pre-meeting strategic planning session was adjourned at 7:20 PM.

The regular meeting was convened at 7:21 PM.

On Motions Made and Passed: It was unanimously approved to:

1. Accept the minutes of the prior meeting.
2. Accept the Treasurer’s report.
3. Choose Janet Hicks as a library alternate, and submit her name to the Selectmen for approval and appointment.
4. Form an Operational Subcommittee, comprised of Paul Lawrence and Debbie Rogers, to handle and resolve the library’s plumbing and heating and cooling issues, including ongoing problems with the Geothermal well filtration system. This subcommittee will work with the Selectmen, where their authorization or actions are necessary, and hopefully also with Mike Petrovik, who has background and experience with these building matters. The subcommittee will keep the rest of the Board updated on key actions and seek Board authorization, as appropriate, on any major library expenditures or related decisions.

5. Cancel the July 4 meeting. The next board meeting is now scheduled for the first Thursday evening in August: August 1, 2013.

Other Board Matters:

1. New alternate Robin Haubrich was welcomed to the Board.
2. Deborah Rogers outlined her belief that board meetings should be efficient, making key decisions in a timely manner and not wasting anyone's valuable time. She received unanimous support for this approach.
3. As part of #2 above, going forward Cathy Gombas will e-mail the financial reports and statements to all Trustees, Trustee Alternates, and Librarians, prior to the Board Meetings.
4. There were several comments on the beautiful, new summer flower arrangement in outdoor entry to library, selected and planted there by Carol Brock.
5. In walking around and inspecting the building, it was unanimously decided that iron railings will be left up, alongside the original front door and current book return slot, for safety reasons.

Librarian's Report:

Mary Farrell

1. Reported on 3 highly successful evening programs held at the library in May, ongoing children's and school programs, and summer reading program plans (which starts June 15) for children, and the librarian's conference attended by Carol and Mary last week.
2. Reported that while water pressure issues relating to drainage are not completely resolved, and heating system problems are ongoing, the downstairs bathroom and nearby back room sink are back in operation.
3. Reported that Paul Knight is scheduled to start repairs to front entry later this month.

On Future Actions Items: It was decided to:

All trustees and librarians:

1. See the one action item from pre-meeting strategic planning session above. We will need relatively quick and complete feedback from everyone in order for Elizabeth to complete our Master Plan strategic vision submission by the end of this month (June, 2013.)
2. A final decision will be made at August meeting on whether or not to host the November 7 Community Supper. Come prepared with your opinion, the specific role(s) you are willing to plan in the dinner planning and preparation if we do it, and also ideas about any groups (such as Francestown Friends?) with whom we can partner on this dinner.
3. In lieu of the July 4th meeting, Debbie has asked the trustees to read through the existing policies and note any that may require revision. Librarians are asked to also come prepared to the Aug 1 meeting with any policy issues they would like the Board to revise or add.

Kelly:

1. As a member of the Garden Club, Kelly will contact club leadership about members' interest in and potential oversight of and involvement with library landscaping and maintenance, with an eye to drainage challenges and having appropriate landscaping in place by next summer. Hope is that there will be overlap with Francestown Friends or other volunteers, but Board is willing

to pay expenses and also a reasonable fee for this work if there are no suitable volunteers. Will report back to Board on her success at August meeting. (The Board's back-up plan, if the Garden Club is not interested, will be to then approach one or more of the contacts obtained by Paul from the NH Extension Service)

Paul:

1. Will discuss with Mike Petrovik the Board's sincere hope and desire that he remain a library alternate for at least one more year. Will also seek Mike's input and assistance on matters relating to new Operational Subcommittee.
2. As member of new Operational Subcommittee along with Debbie, will take over responsibility for resolving the library's plumbing and heating and cooling issues, including ongoing problems with the Geothermal well filtration system.

Debbie:

1. Will initiate process at Town Offices such that Selectmen approve Janet Hicks as library alternate as soon as possible.
2. Will initiate process at Town Offices to correct town records and procedures to be consistent with library policy, indicating that alternates are approved for one-year terms
3. As member of new Operational Subcommittee along with Paul, will take over responsibility for resolving the library's plumbing and heating and cooling issues, including ongoing problems with the Geothermal well filtration system.

Cathy:

1. Will get copies of recent Waddell and Reed investment statements to Elizabeth.

The meeting was adjourned at 8:10 PM

Respectfully submitted,
Elizabeth Hunter Lavalley, Secretary